



Malpractice Policy (Exams)

2025-2026



Approved by: UCH

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Contents

Key Staff	3
Introduction	4
Candidate malpractice	4
Centre staff malpractice	4
Suspected malpractice	5
Purpose of policy.....	5
General principles	5
Preventing malpractice	6
Informing and advising candidates how to avoid committing malpractice in examinations/assessments	6
AI Use in assessments	6
Identification and reporting of malpractice.....	7
Reporting suspected malpractice to the awarding body.....	7
Communicating malpractice decisions	8
Appeals against decisions made in case of malpractice	8

Key Staff

Role	Name(s)
Head of centre	Chris Steed
Exams officer line manager (Senior leader)	Usman Choudhury
Exams officer	Aidan Rothnie
ALS lead/SENCo	Samantha Williams

Introduction

'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- a breach of the Regulations
- a breach of awarding body requirements regarding how a qualification should be delivered
- a failure to follow established procedures in relation to a qualification

which:

- gives rise to prejudice to candidates
- compromises public confidence in qualifications
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre (SMPP 1)

All allegations of malpractice or maladministration will be pursued in accordance with JCQ: Suspected Malpractice in Examinations and Assessments, Policies and Procedures

Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of candidate malpractice:

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- Collusion - working collaboratively with other candidates, beyond what is permitted.
- Copying from another candidate (including the use of IT to aid the copying).
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- Making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework, or the contents of a portfolio.
- Plagiarism- unacknowledged copying from published sources or incomplete referencing. This includes using AI, as per the JCQ document 'AI Use in Assessments: Protecting the Integrity of Qualifications – Guidance for Teachers & Assessors';
- Impersonation - pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.

Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe

Examples of centre staff malpractice:

- Breach of security (e.g. permitting, facilitating or obtaining unauthorised access to examination material prior to an examination, tampering with candidate scripts or controlled assessments or coursework after the collection and before despatch to the awarding body/examiner/moderator, failing to keep candidates' computer files secure which contain controlled assessments or coursework).
- Deception (e.g. inventing or changing marks for internally assessed components where there is no actual evidence of the candidates' achievement to justify the marks awarded, fabricating assessment and/or internal verification records or authentication statements).
- Improper assistance to candidates (e.g. assisting or prompting candidates with the production of answers; assisting candidates in the production of controlled assessments or coursework, or evidence of achievement, beyond that permitted by the regulators, permitting candidates in an examination to access prohibited materials (dictionaries, calculators, assisting candidates granted the use of an oral language modifier, a practical assistant, a prompter, a reader, a scribe or a sign language interpreter beyond that permitted by the regulations).
- Failure to co-operate with an investigation.
- Maladministration (e.g. failing to issue candidates the appropriate notices and warnings, failing to ensure that candidates' coursework or work to be completed under controlled conditions is adequately monitored and supervised).

Centre malpractice

'Centre malpractice' normally involves malpractice where there is an element of systemic failure, a breach in policies, or widespread malpractice that a centre-level sanction is appropriate

Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

Purpose of policy

To confirm that Atam Academy:

- has in place for inspection that must be reviewed and updated annually, a written malpractice policy which covers all qualifications delivered by the centre detailing how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body; it must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice) (GR 5.3)

General principles

In accordance with the regulations Atam Academy will

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place

- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected Malpractice - Policies and Procedures and provide such information and advice as the awarding body may reasonably require
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Preventing malpractice

Atam Academy has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures
- This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:
 - General Regulations for Approved Centres
 - Instructions for conducting examinations (ICE)
 - Instructions for conducting coursework
 - Instructions for conducting non-examination assessments
 - Access Arrangements and Reasonable Adjustments
 - A guide to the special consideration process
 - Suspected Malpractice: Policies and Procedures
 - Plagiarism in Assessments
 - AI Use in Assessments: Protecting the Integrity of Qualifications
 - Post Results Services June 2025 and November 2025
 - A guide to the awarding bodies' appeals processes
 - **Guidance for centres on cyber-security**

Informing and advising candidates how to avoid committing malpractice in examinations/assessments

Candidates are informed and advised on how to avoid committing malpractice and examinations and assessments in the following methods:

- Assemblies presented by the exams officer, Vice Principal, and pastoral team, which will cover the following
 - What constitutes malpractice – unfairly granting oneself an advantage or disadvantaging another candidate in an assessment or examination
 - Examples of malpractice
 - A warning about the use of AI in assessments that constitutes malpractice
 - Possible use of social media
 - That Atam Academy has robust procedures in place for identifying and dealing with malpractice
 - That Atam Academy has a duty to report all suspected, alleged, or actual cases of malpractice to the awarding bodies, and that this can result in a range of outcomes from a warning, to loss of marks, to disqualification
- Signposting the JCQ *Information for Candidates* documents in emails to parents
- Reminders from teachers at the commencement of coursework and NEAs
- Invigilator announcements at the start of each examination

AI Use in assessments

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. AI chatbots are AI tools which generate text in response to user prompts and questions, and users can ask follow-up questions or ask the chatbot to revise the responses already provided. These provide responses based upon patterns in the data sets (large language model) with which they have been trained, generating responses that are statistically likely to be relevant and appropriate. However, these cannot be relied upon and may produce answers that may look convincing but contain inaccurate information.

Students complete the majority of their exams and a large number of other assessments under close staff supervision with limited access to authorised materials and no permitted access to the internet. The delivery of these assessments should be unaffected by developments in AI tools as students must not be able to use such tools when completing these assessments. There are some assessments in which access to the internet is permitted in the preparatory, research or production stages. The majority of these assessments will be Non-Examined Assessments (NEAs), coursework and internal assessments for General Qualifications (GQs) and Vocational & Technical Qualifications (VTQs). JCQ's guidance which is designed to help students and teachers to complete NEAs, coursework and other internal assessments successfully is followed in relation to these assessments.

Candidates must be informed that AI use in assessments constitutes malpractice. In all assessments, the work they submit must be their own. If a teacher suspects AI has been used in an assessment, this must be reported immediately to the exams officer to begin a malpractice investigation.

The following JCQ support resources will also be used to help teachers understand and prevent AI misuse and to help students to better understand the rules for use of AI in assessments: Information Sheet for Teachers, Senior Leader Presentation for Teachers, Poster for Students, Teacher Presentation for Students.

Candidates will be issued with the JCQ **Information for Candidates – AI (Artificial Intelligence and assessments)** or similar centre documentation prior to completing their work/prior to signing the declaration of authentication

Identification and reporting of malpractice

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels.

- Any suspected malpractice must be reported to the exams officer as soon as possible. The exams officer will record the details of the allegation in a tracker document and begin the investigation
- It is important that the suspected malpractice is reported as soon as possible, as statements will need to be collected from affected students and staff
- Should the exams officer not be available, the suspected malpractice should be reported to the Vice Principal or the Year 11 Pastoral Team

Reporting suspected malpractice to the awarding body

The head of centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication Suspected Malpractice: Policies and Procedures.

The head of centre will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carer/ appropriate adult is kept informed of the progress of the investigation.

Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment prior to the candidate signing the declaration of authentication, do not need to be reported to the awarding body. Instead they will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework, or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported using a JCQ M1 to the relevant awarding body. If, at the time of the malpractice, there is no entry for that candidate (whom the centre intended to enter), the centre is required to submit an entry by the required entry deadline.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals.

Once the information gathering has concluded, the head of centre (or other appointed information-gatherer) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries.

Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used.

The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The head of centre will be informed accordingly.

Communicating malpractice decisions

Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible. The head of centre will communicate the decision to the individuals concerned and pass on

details of any sanctions and action in cases where this is indicated. The head of centre will also inform the individuals if they have the right to appeal.

Appeals against decisions made in case of malpractice

Atam Academy will:

- Provide the individual with information on the process and timeframe for submitting an appeal, where relevant
- Refer to further information and follow the process provided in the JCQ publication *A guide to the awarding bodies' appeals processes*

The decision to appeal the outcome of a case of malpractice lies with the head of centre. Please see the Internal Appeals Procedure (Exams) available on the Google Drive folder and on the centre's website for details.